



Request for Proposal (RFP) City of Heber Utility Rate Analysis

Important Dates

Proposal Due:	September 24, 2019
Award of Contract:	Week of September 30, 2019
Rate Analysis Completion:	February 1, 2019

City of Heber
City Manager's Office
75 North Main St.
Heber City, UT 84032

1. Overview

The City of Heber, Utah invites qualified professional firms to submit proposals to conduct a cost of service rate analysis for the City's four (4) Enterprise Funds: culinary water, pressurized irrigation, storm water and wastewater utility funds.

2. Scope of Work

In preparing a response to this (RFP), the Consultant shall address the following specific components that should be included in the scope of work. The final scope of work will be coordinated with City staff and the selected Consultant.

A. Services to be performed by Consultant

1. Meet with City Staff members to collect and review available information and review the methodology to be used in the utility rate analysis for the City's four enterprise funds.
2. Review historical account and operational cost information and calculate future costs for the 5-year study period of (FY 2019-20 through FY 2024-25) including consumption, capacity and operational forecasts.
3. Prioritize Capital Improvement funding needs from the City's Five-Year CIP budget and facility improvement plans, and other supplemental improvements that the City may deem warranted.
4. Develop a forecast of annual revenue requirements.
5. Recommend rates for a five year period that will generate the level of revenue needs with a distribution of those costs on an equitable basis by customer category. Provide "sample bills" for all customer categories illustrating recommended rate increases.
6. Evaluate fixed and consumption components of rate to ensure fund sustainability during economic downturns.

7. City Council presentation and follow up meetings to be made prior to finalization of study.
8. If the consulting team feels additional studies may be necessary, they should be listed and clearly identified as optional in the scope of work and cost proposal.

B. Timeline Requirements

1. Consultant shall initiate work as soon as the contract is awarded with presentation to Heber City Council expected in January 2020 and issuance of final report prior to February 1, 2020. Proposed rates increases would likely go into effect July 2020.

C. Reporting and Communication

1. The consultant will provide regular updates to the City regarding progress on the analyses and recommendations and request any additional information.
2. Prior to issuing their final report, the consultant will meet with the City Manager, Senior Accountant, City Engineer, and Public Works Director to review the draft report and recommendations to be presented to the City Council.

D. Other Considerations

1. All working papers, reports, and records relating to the work performed under the Professional Services Agreement must be retained, at the consultant's expense, for a minimum of five (5) years, unless the Firm is notified in writing by the City of Heber of the need to extend the retention period.
2. The consultant will be required to make working papers available upon request to the appropriate parties.

3. Proposal Content

Proposal responses must adhere to the requirements outlined in this section.

- A. Introduction: Provide a cover letter containing name and address of the organization with the name, address, telephone and fax numbers, and e-mail address of the contact person who will be authorized to make representations for the organization.

- B. Scope of Work and Schedule: Briefly discuss firm's ability to complete each task outlined in Section A above, along with submitting a cost proposal to complete the scope of work within the identified timeline.
- C. Qualifications and Personnel: In one page or less, provide information on the following areas of interest:
 - 1. Brief outline of the firm's background, qualifications, and ability to perform the scope of services. Identify any sub-contractors proposed for the project.
 - 2. Identify the project manager and provide contact information.
 - 3. Provide acknowledgement of firm's wherewithal to complete scope of work by established deadline.
- D. References: Identify three (three) successfully completed projects of a similar nature, preferably with direct involvement of municipal governments in Utah. Each project listed shall include the name of the agency, project manager, phone number, and description of work performed.
- E. Additional Data: Proposals may include any other information the Consultant deems essential to the evaluation.

4. Proposal Submittal

To be considered, please submit one electronic copy of your proposal to:

Wesley Bingham, Senior Accountant
City of Heber
75 North Main St.
Heber City, UT 84032
wbingham@heberut.gov

All proposals shall note in the subject line of the sending email the following: "Firm Name—Response to Heber's Utility Rate Analysis RFP"

Proposals received after the due date and time will not be considered.

Questions regarding this RFQ may be directed to: Wesley Bingham, Senior Accountant, City of Heber, 75 North Main St. Heber City, UT 84032 or via email at wbingham@heberut.gov. All questions should be submitted no later than September 18, 2019, and all prospective consultants will receive copies of the questions and responses.

5. Review and Selection Procedure

A proposal evaluation committee comprised of City Staff will review each proposal. The following evaluation criteria will be used in selecting a Consultant:

1. Experience with similar efforts;
2. Commitment of Senior Staff to the Project;
3. Relevant qualifications of key personnel;
4. Familiarity with applicable State and Federal laws;
5. Knowledge of local issues in the City of Heber;
6. Proposed schedule and ability to meet applicable deadlines;
7. Overall responsiveness to this RFP.

The City of Heber reserves the right to reject any or all proposals for any reason. Minor irregularities of the proposal may be waived at the discretion of the City.

Please note that the ability of the Consultant to complete the overall project within the anticipated completion period will be considered in the selection process. The lowest cost proposal will not necessarily be selected.